

**CONFIDENTIAL**

OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA FPMR (41 CFR) 101-11.6

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020004-4

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Records Administration Branch, DCI

DATE: 16 April 1973

FROM : DCS Records Management Officer

SUBJECT: Request for Continuing Authority for Records Center to Destroy  
DCS Hard Copy [ ] Files Subsequent to Microfilming

1. The Domestic Contact Service is currently engaged in a program to microfilm its [ ] Files (Item 36a, Schedule 25.041-70) retired at the Agency Records Center. The DCS Records Control Schedule is now being revised to provide for the destruction of the hard copy files after they have been microfilmed and the microfilm record has been suitably verified for completeness, accuracy and legibility.

2. In the meantime, it is requested that the Records Center be authorized on a continuing basis to destroy the hard copy [ ] files at such time as the microfilm is deposited in Vital Materials, and upon written certification by the DCS Records Management Officer that the microfilm is suitable in all respects.

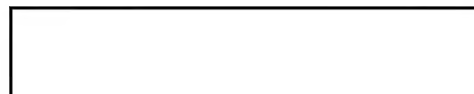


APPROVED:



4/19/73  
Date

Records Administration Branch



5010-108

C. C. Rec. Clr.

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

25X1

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36.	<p>b. "B" File - Consists of material on individuals and organizations who do not meet the criteria for inclusion in the Terminal Digit File but who nevertheless are of interest to DCS. This file consists primarily of miscellaneous related correspondence and information sheets. Filed in chronological order by year and Julian Date that the number is assigned. (1965 to date)</p>	30	<p>Temporary. Destroy after ten years. Annually purge and destroy the segment of the file which becomes ten years old.</p>

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**SECRET**

SEP 1970

**SECRET**

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
36.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020004-4</p>	<p>SECRET</p> <p>SEP 1970</p>
	<p>d. Inactive Material File</p> <p>Consists of miscellaneous documents being held for file in jackets currently in Records Center. Material is filed in the applicable jackets as they are recalled to Headquarters. Arranged numerically by assigned number. (1947 to date)</p>	<p>22 Temporary. Hold in current files area for five years, transfer to Records Center and destroy seven years thereafter.</p>
	<p>e. Source Lead File</p> <p>A forerunner of the "B" File (see b. above) except for a difference in the method of number assignment. Input discontinued in 1965 in favor of the "B" File. (1948 to 1965)</p>	<p>11 Temporary. Destroy when related source jacket is destroyed; if jacket recalled from Record Center prior to destruction, purge material from file and place in jacket.</p>
	<p>f. Inactive "97" File</p> <p>Consists of material on individuals made inactive which was retained in Headquarters because of the relatively low volume of material in each jacket.</p>	<p>28 Temporary. Destroy entire file five years after date input discontinued.</p>
	<p>g. "D" File</p> <p>Individuals and organizations on which documentation is retained by Services/Control but who have never been (as indicated by the documents) contacted and which do not meet the criteria for any of the other file series.</p>	<p>45 Temporary. Destroy entire file seven years after input discontinued.</p>
		<p>3 Temporary. Destroy after five years. Purge annually and destroy the segment of the file that becomes five years old.</p>

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020004-4</p> <p><b>SECRET</b></p>	<p>23</p> <p>SEP 1970</p>
37✓		<p>80 Temporary. Destroy after 11 years. Transfer to RecCtr 1 yr after filo closed. Destroy <del>seven</del> years after deposit in Records Center. <i>per NA 163-1 dated 27 Aug 1962</i></p> <p>Excluded from this item: A representative sampling of the following type cases: <i>10/28/70</i></p> <p><i>5X</i> operational support, and <i>25X</i></p> <p>A sampling will be taken before retirement to the Records Center. <i>25X</i></p>
		<p>.1 Temporary. Destroy after a case has been established or an IBM card prepared.</p>
		<p>1 Destroy when no longer needed for reference.</p>
38✓		<p>Permanent. Archival Material</p>
		<p>21</p>
39✓	<p>PROCESS SHEET FILE</p> <p>Consists of the number five copy of the process sheet (Form 25) for all DCS reports. Filed by report number. (current)</p>	<p>6 Temporary. Destroy semi-annually when the machine listing of reports and related information is received.</p>

Talked to [ ]  
about the 7 or 11 year retention  
for the Contact Case Files - Item 37b.  
Archives Job NN 163-1 dated  
Aug 1962 gives no authority  
to destroy 11 yrs after case is  
closed.

The mathematical equation  
as to how long at Rec Ctr and  
how long at Contacts is dependent  
upon space and administrative  
needs of Contact Div.

[ ] sending over the  
amendment since Contacts  
will retire the files one year  
after case is closed.

Rec'd. change  
made & copy  
sent to [ ]

R D  
10/29/70

11/70 RD

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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40-	FIELD OFFICE LOG BOOKS. File discontinued.		
41 ✓	CASE CARD FILE  Consists of DCS Case Ledger Cards (Form 2610) prepared for each case established by DCS. Contains information on the originator of the case, requirements, [redacted] activated, summary, and sources utilized. Used to prepare machine cards and for reference purposes within DCS. Filed by case number. (1947 to date)	10	Temporary. Destroy when no longer needed for reference purposes.
42 ✓	LOCATOR FILES  a. Flexoline - Alphabetical listings of all individuals or organizations on whom DCS has retained information in the source files. Listing also contains the source number and indicates whether source is active or inactive. Used as a central reference, locator, and identifier file. (1947 to date)  b. Case Cross Reference File - Consists of 3x5 cards which serve as cross references to the cases by subject. Information recorded on these cards include the subject and area, case number, case officer and specific sources, if any. Filed alphabetically. (1948 to date)	84  12	Permanent. Retain all strips with "A" number.  Temporary. Destroy when obsolete or no longer needed for reference purposes.
314	CARD INDEX FILE  Consists of a numerical 3x5 card file which is set up when branch is notified to cancel a number previously assigned. Cancellations occur through mergers, duplications or when name spellings are changed. Used for reference purposes. current	.5	Temporary. Destroy when no longer needed for reference purposes.  (see DCS memo 29 Oct 70) KS.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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43-	SOURCE INFORMATION SHEETS. File discontinued.		SEP 1970
44✓	INDEX TO INFORMATION REPORTS <input type="text"/> <input type="text"/> Consists of machine listings of: a. DCS <input type="text"/> <input type="text"/> processed for specific periods of time. (1947 to date) b. DCS Cases in an open status and cases closed for specific periods of time. (current)	12     1	Permanent. Retain in current work area for reference and record.     Temporary. Destroy when an updated listing is received for each month.
139✓	CANCELLATION CARD FILE  Consists of a numerical card file which records the cancellation of one source file and indicates the new file to which the material is assigned. Used for reference purposes. (1948 to date)	3	Temporary. Destroy when no longer needed.
116✓	<input type="text"/>	14	Temporary. Maintain a six months level; destroy when six months old.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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120✓	INACTIVE JACKETS LISTINGS		
	a. Inactive Source Jacket Listings - Consists of machine listings of source jackets which are in retirement at Records Center. Also included is information on the box and job number under which each jacket was retired, the type of retirement, and pertinent remarks entered by Control personnel. (current)	2	Temporary. Destroy when replaced and superseded by the next annual listing.
	b. Inactive Case Listing - Consists of machine listings of cases which are in retirement at Records Center. Also included is the box and job number under which each jacket was retired and pertinent remarks entered by Control personnel. (current)	1	Temporary. Destroy when replaced and superseded by the next annual listing.
	c. Transactions/Shelf Listings - Lists consist of changes (additions and deletions) to the master file of Contact and Source, and Case files (Items 36 and 37b) on deposit in the Records Center. This is supplemental to and serves as a means of confirming the accuracy of Items 120a and b above.	.3	Temporary. Destroy when obsolete or no longer needed for reference purposes.
31✓	LIBRARY MATERIAL		
	Consists of registers, directories, atlases, and other publications which are used for miscellaneous reference purposes by DCS personnel.	25	Temporary. Return to CIA Library when no longer needed.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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117✓*	<p>SENSITIVE DOCUMENTS FILES</p> <p>These files consist of Sensitive memoranda and cases which are segregated from their related files as a security control for protection of information contained therein.</p> <p>a. Sensitive Memoranda File - Consists of copies of all incoming and outgoing memoranda designated as Sensitive by the originator. A cross reference sheet for each document is prepared for the source jackets to which the document relates. Filed in numerical sequence by assigned Sensitive Document Number. (1965 to date)</p> <p>b. Sensitive Case File - Consists of closed cases which contain Sensitive documents. Filed in numerical sequence by case number. (1965 to date)</p>	<p>1</p> <p>6</p>	<p>Temporary. Integrate into the related Source File (Item 36) folder at the time it is retired to the Records Center.</p> <p>Temporary. Combine with non-Sensitive closed cases at the time it is retired to the Records Center (see Item 37b, page 23).</p>
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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
120	<p><b>INACTIVE JACKETS LISTINGS</b></p> <p>a. Inactive Source Jacket Listings - Consists of machine listings of source jackets which are in retirement at Records Center. Also included is information on the box and job number under which each jacket was retired, the type of retirement, and pertinent remarks entered by Control personnel. (current)</p> <p>b. Inactive Case Listing - Consists of machine listings of cases which are in retirement at Records Center. Also included is the box and job number under which each jacket was retired and pertinent remarks entered by Control personnel. (current)</p>	<p>2 Temporary. Destroy when replaced and superseded by the next annual listing.</p> <p>1 Temporary. Destroy when replaced and superseded by the next annual listing.</p>
31	<p><b>LIBRARY MATERIAL</b></p> <p>Consists of registers, directories, atlases, and other publications which are used for miscellaneous reference purposes by DCS personnel.</p>	<p>25 Temporary. Return to CIA Library when no longer needed.</p>
117	<p><b>SENSITIVE DOCUMENTS FILES</b> <i>(Transferred from Analysis Section)</i></p> <p>These files consist of Sensitive memoranda and cases which are segregated from their related files as a security control for protection of information contained therein.</p> <p>a. Sensitive Memoranda File - Consists of copies of all incoming and outgoing memoranda designated as Sensitive by the originator. A cross reference sheet for each document is prepared for the source jackets to which the document relates. Filed in numerical sequence by assigned Sensitive Document Number. (1965 to date)</p> <p>b. Sensitive Case File - Consists of closed cases which contain Sensitive documents. Filed in numerical sequence by case number. (1965 to date)</p>	<p>1 Temporary. Integrate into the related Source File (Item 36) folder at the time it is retired to the Records Center.</p> <p>6 Temporary. Combine with non-Sensitive closed cases at the time it is retired to the Records Center (see Item 37b, page 23).</p>

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Superseded by 26 and 26a,  
11/70  
R.D.

Archives

RECORDS CONTROL SCHEDULE

SECRET

25.041-00 70

27

OFFICE, DIVISION, BRANCH

DOMESTIC CONTACT SERVICE/SERVICES DIVISION/Message Center

SIGNATURE

CONCURRENCE

SEP 1970

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
45x	DCS SUBJECT FILE  These are copies of selected correspondence received and sent by DCS. Serves as a central subject reference file for the Office. Filed according to Agency Subject Manual. (1964 to date)	6	Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain for two years and transfer to the Records Center.
46f	CHRONOLOGICAL READING FILE  Extra copies of non-sensitive correspondence received or dispatched by DCS. Filed chronologically and maintained for reference. (current)	16	Temporary. Destroy after one year. Cut off file at the end of each year, held in current file area and destroy one year later.
47f	COMMUNICATIONS CONTROL RECORDS  a. Couriers Classified Mail Receipt (Form 240) - Used to record the dispatch of all classified material to addressees within the Agency. (current)	4	Temporary. Destroy after one year. Maintain a 12 month level, purging the file monthly.
	b. Message Center Routine Slip (Form 46) - Used for locating and identifying documents routed within DCS. Filed organizationally by originator and numerically thereunder. (1967 to date)	4	Temporary. Destroy after three years. Cut off file at the end of each year; retain in current files area for three years and destroy.
	c. Reports Receipt Log (Form 898a) - Used to record the receipt of printed reports from Printing Services Division. (current)	.5	Temporary. Destroy after six months.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020004-4			28
	d. Pouch Manifests (Form 255b) - Used to record the content, transmittal and receipt of pouches to and from DCS [redacted] (1968 to date)	13	Temporary. Destroy after one year. Cut off file at end of each year; retain in current file area for one year and destroy. SEP 1970 3/2
	e. Document Receipts (Form 615) - Copies of receipts for SECRET documents transmitted outside of the Agency. (1968 to date)	2	Temporary. Destroy after two years. Cut off file at the end of each year; hold in current file area for two years and destroy. 10/2-3
	f. Document Receipt for NIPS (Notice of Intelligence Potential) - Receipts for NIPS transmitted to selected offices within and outside of the Agency. (1968 to date)	3	Temporary. Destroy after two years. Cut off file at the end of each year; hold in current file area for two years and destroy.
	g. Document Control Log (Form 311) - Used to record the receipt of selected incoming material. (current)		Temporary. Destroy after one year. Cut off file at the end of each year; retain in current file area for one year and destroy. 10-12
48-	REFERENCE PUBLICATIONS FILE - File discontinued.		
24f	DISTRIBUTION FILE  This file consists of 5x8 cards on publications regularly received in DCS for distribution to headquarters components and DCS [redacted]. The file reflects information such as publication titles, routing instructions, records of issues received, etc. Maintained for reference and convenience of routing. File alphabetically by publication title. (current)		Temporary. Destroy after one year. Cut off file at end of each calendar year; retain in current files area for one year and then destroy. 10/2

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25. ✓	<p>REFERENCE PUBLICATIONS</p> <p>a. Extra copies of <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p>File discontinued</p> <p>b. Copies of OCI Daily and Weekly publications which have been routed throughout DCS for information and returned for disposition and reference purposes. (current)</p>	<p>SECRET</p> <p>.1</p> <p>SECRET</p>	<p>29</p> <p>Temporary. Destroy after one month. Maintain one month level; destroy previous month supply.</p>

OFFICE, DIVISION, BRANCH		CONCURRENCE	
DOMESTIC CONTACT SERVICE/SERVICES DIVISION/Teletype Section		SIGNATURE	
		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
49.	CHRONOLOGICAL TELETYPE FILE  Consists of printed teletype copies of incoming messages and Form 172 (originator) copies of outgoing messages. Printed teletype copies of these messages are also filed in the source, case administrative and subject files to which they relate. File is maintained for reference and verification. Filed chronologically and numerically. (current)	4	Temporary. Maintain a two year level. Destroy when two years old.
50.	RECORDS OF ACCOUNTABILITY (current)  a. Form 111 - Transfer in Report - Used as a receipt for cryptographic material transferred to the office, which is accountable for the material until a destruction of transfer out report has been submitted. Filed chronologically.  b. Form 111 - Destruction Report and Transfer Out Report - Prepared as necessary to report the destruction of or transfer of cryptographic material to O/Commo. Filed chronologically.  c. Semi-Annual Inventory Report - Issued semi-annually as a machine listing by O/Commo showing cryptographic material for which the station is accountable. Filed chronologically.	.1	T  Temporary. Destroy after the material is transferred or destroyed or after the material is listed on a semi-annual inventory report, whichever is sooner.  Temporary. Destroy each form after a semi-annual inventory relieves the office of accountability for the items listed thereon.  Temporary. Destroy after the succeeding inventory has been received, satisfactorily reviewed, and, if necessary, adjusted.



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51.	STATISTICAL REPORTS (1965 to date)	.1	Temporary. Destroy after completion of each monthly statistical report.
	a. Daily Report - Prepared from message numbering log indicating the breakdown of messages sent via the Langley Signal Center. A daily tabulation is made of the number of messages and groups sent and received for each addressee over this circuit. Used for compiling a monthly report.		
	b. Monthly Report - Prepared for the O/Commo showing the volume of messages and groups for each circuit. A more detailed version of the report is prepared and retained in the operating office.		Temporary. Destroy after three years.
52.	MESSAGE NUMBERING LOGS (1965 to date)	.5	Temporary. Destroy after two years.
	a. Check Number Logs - Forms 816 and 817 used to record the Incoming and Outgoing messages number assigned to check numbers for messages sent and received from each agency station. Filed numerically and chronologically.		Temporary. Destroy after one year.
	b. Station Serial Number Logs - Form 854 used to record the station serial number, date, check number, and group count for each message sent and received over each circuit. Filed chronologically.		Temporary. Destroy after two years.
	c. Outgoing Message Number Log - Form 1847 used to record the assignment of outgoing message numbers. Indicates message number, check number, addressee, classification, time transmitted and significant remarks. Filed numerically and chronologically.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
53.	REFERENCE MATERIAL	2	Temporary. Destroy or return to Commo as directed when superseded by other publications or when no longer useful.
<p>Consists of miscellaneous cryptographic and non-cryptographic documents which prescribe the procedures and regulations used in the operation of the office and equipment, and technical publications which describe the technical functions and characteristics of the equipment used.</p>		<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020004-4</p> <p><b>SECRET</b></p>	
<p>FORM NO. 139a USE PREVIOUS EDITIONS.</p>		<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400020004-4</p>	

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